



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **AS-0**
001556
Amendment 1

April 17, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DISPOSAL REPORTING MODULE FOR THE SOLID WASTE
INFORMATION MANAGEMENT SYSTEM
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

**CIO RECOMMENDATION: ☒ APPROVE () APPROVE WITH MODIFICATION
() DISAPPROVE**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the Director of Public Works or his designee to execute the enclosed Amendment 1 to Contract No. 001556 with Psomas Information and Engineering Systems (Contractor) for design and implementation of the Disposal Reporting Module for the Solid Waste Information Management System (SWIMS), which will modify the Agreement to:
 - a. Enhance the design and function of SWIMS.
 - b. Increase the Maximum Contract Sum by \$17,500 to \$190,800. Funds are available in the 2006-07 Solid Waste Management Fund.

- c. Authorize the Director to expend 25 percent of the Maximum Contract Sum as amended for unforeseen, additional work within the scope of work of the Agreement, if required, subject to reduction on account of previous expenditures from the authorized contingency allowance.
2. Find that the additional work to be performed under the Agreement as amended is categorically exempt from the provisions of the California Environmental Quality Act (CEQA).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The enclosed amendment would add necessary enhancements to the SWIMS Disposal Reporting Module at a supplemental cost of \$17,500. Public Works' Information Technology and Environmental Programs Divisions staff consider this cost reasonable for the amount of work involved in addition to the benefit to the County's solid waste monitoring program.

Under applicable State regulations, each local jurisdiction must report prescribed data about the solid waste processes. The Disposal Reporting Module implemented under the Agreement, which was approved by your Board in 2005 and launched by Public Works in August 2006, is an internet-based software application that allows solid waste facility operators and waste haulers to input solid waste disposal data. The data is accessible to government agencies, facility operators, and the public. To address the customer feedback and comply with the new regulations that impact the disposal reporting responsibilities, the Agreement must be amended. The enclosed amendment will also improve SWIMS's functionality and versatility.

Our Environmental Programs Division administers the County Solid Waste Disposal Reporting System (DRS). SWIMS is an integral part of the DRS, which enables the County's various jurisdictions to monitor their disposal numbers. Data, such as the source of solid waste and the rate at which it is diverted from conventional landfills into disposal alternatives like recycling programs, is critical to compliance efforts with waste monitoring and management goals established by the California Integrated Waste Management Board.

Implementation of Strategic Plan Goals

This action is consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as the Contractor has the specialized expertise to provide this service accurately, efficiently, timely, and responsively.

FISCAL IMPACT/FINANCING

There will be no impact on net County cost. This enclosed amendment increases the Maximum Contract Sum under the Agreement by \$17,500 to \$190,800. In addition, it provides that the Director may further increase the Maximum Contract Sum from 15 to 25 percent (\$47,700) for unforeseen, additional work. Currently, Public Works has already exhausted \$25,000 of the existing \$25,995 contingency fund (15 percent). Funds are available in the 2006-07 Solid Waste Management Fund. The foregoing increase in the Maximum Contract Sum is based on the Contractor's itemized quote for the additional work, which is incorporated into Exhibit C (Price and Schedule of Payments) of the Agreement. The additional work will commence upon Board approval and execution by all parties, and the work will conclude when Public Works has accepted all required deliverables under the Agreement, subject to a six-month warranty.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Counsel has reviewed the enclosed amendment and approved it as to form. Prior to the Director executing the amendment, which will be substantially similar to the enclosure, it will be executed by the contractor.

In compliance with the Chief Information Officer's guidelines, Public Works will utilize the Information Technology Tracking System to monitor the status of the SWIMS project and the Contractor's performance under the Agreement as amended.

ENVIRONMENTAL DOCUMENTATION

With respect to requirements of CEQA, the type of service to be provided is categorically exempt as specified in Class 6 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57.

CONTRACTING PROCESS

Section 6 of the Agreement (Change Notices and Amendments) governs amendments to the Agreement, and Public Works has complied therewith in connection with the amendment. After the negotiation, the parties determined that \$17,500 is reasonable payment for the proposed additional work to be undertaken by the Contractor, and six months will be required by the Contractor for the performance of the work.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects during the performance of the recommended services.

CONCLUSION

One adopted copy of this letter is requested.

Respectfully submitted,

Reviewed by:

DONALD L. WOLFE
Director of Public Works

JON FULLINWIDER
Chief Information Officer

MH

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Enc.

cc: Chief Administrative Office
Chief Information Office
County Counsel

CIO ANALYSIS

DISPOSAL REPORTING MODULE FOR SOLID WASTE INFORMATION MANAGEMENT (SWIMS)

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION
☐ DISAPPROVE

Contract Type:

☒ New Contract ☐ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract

New/Revised Contract Term: Base Term: 1 Yrs # of Option Yrs _____

Contract Components:

☐ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: Tom Hoagland, Deputy Director

Budget Information :

Y-T-D Contract Expenditures	\$199,295
Requested Amendment Amount	\$ 39,205
Aggregate Contract Amount	\$238,500

Project Background:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project legislatively mandated? Assembly Bill 939 mandates a 50% reduction of solid waste disposed in landfills and periodic compliance reports from oversight agencies.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? The project is not subvented; funding has been identified in the DPW FY 2006/07 Solid Waste Management Fund.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved.

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan? This project will directly improve service to the public through 'ease of use' reporting and status tracking tools, and will improve the Department's organizational efficiency via elimination of paper-based processes (Service Excellence and Organizational Effectiveness).

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan? The project is included in the DPW FY 2007/08 Business Automation Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document? The project incorporates the use of the Internet to provide two-way services and information exchange between the public and the Department, reducing costs and improving service.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT Standards?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS)?

Project/Contract Description:

This Amendment to an existing Agreement requests approval of \$17,500 to develop enhanced web-based solid waste disposal reporting tools. These tools will provide improved customer service and comply with State mandated waste management and oversight activities throughout the County.

Background:

The SWIMS project was initiated in 1998 in response to Assembly Bill 939 which mandated a 50% reduction of solid waste disposed in landfills. Phase I was initiated following a formal requirements study, and consisted of an application, limited in scope, to track solid waste disposal activities within the County. Phase II expanded the application to include additional reporting capabilities, and web-enabled many functions. Phase III provided automated, web-based reporting and GIS mapping tools to facilitate geographic analysis of solid waste facilities. This Amendment is considered a minor enhancement to the Phase III scope of work approved in April 2005.

Project Justification/Benefits:

The primary justification of the overall SWIMS project is to ensure compliance with mandated solid waste monitoring and reporting requirements. Benefits include increased productivity and data integrity and effectiveness of environmental program monitoring. DPW is targeting a 50% to 75% time reduction in manual effort as well as a reduction of 50% to 75% in labor costs and operator-assisted telephone inquiries.

Project Metrics:

Project administration and system requirements, tasks and deliverables are all well defined within the Agreement approved in 2005, and apply to work covered under the proposed Amendment. Payments are based on County's approval of completed tasks and deliverables and include a 10% withhold. The Amendment also includes a six month post implementation warranty period.

Impact If Proposal Is Not Approved:

Services to be performed under the requested Amendment will address customer feedback regarding the current disposal reporting module. Additionally, these new services will ensure the system is updated to meet revised State mandated reporting requirements. If this Amendment is not approved, it will impact DPW's ability to meet mandated State reporting and monitoring requirements.

Alternatives Considered:

The scope of work for this Amendment is low risk and low cost. Therefore no alternatives were considered.

Project Risks:

None.

Risk Mitigation Measures:

None required.

Financial Analysis:

Funding for this project is available from the FY 2006-07 Solid Waste Management Fund. The Department has indicated no net County cost is associated with the project. Cost savings anticipated as a result of improved efficiencies have not yet been quantified. Funding for the current Agreement and the proposed Amendment is summarized below.

The Board letter additionally requests Board approval of an increased delegated authority, from 15% to 25% of the maximum contract sum, to the DPW Director for additional, unanticipated work.

Project Funding:

	<u>Original Agreement</u>	<u>Proposed Amendment</u>	<u>Total</u>
Agreement Maximum:	\$173,300	\$ 17,500	\$190,800
Contingency:	\$ 25,995	\$ 21,705	\$ 47,700
Total Agreement Budget:	\$199,295	\$ 39,205	\$238,500

CIO Concerns:

None.

CIO Recommendations:

The CIO recommends approval of the requested Amendment.

CIO APPROVAL

Date Received: March 13, 2007

Prepared by: Janette Parker

Date: March 28, 2007

Approved: *Greg Melendez*

Date: *April 5, 2007*

SAMPLE AMENDMENT 1 TO CONTRACT NO. 001556
AGREEMENT FOR DISPOSAL REPORTING MODULE FOR
THE SOLID WASTE INFORMATION MANAGEMENT SYSTEM

THIS AMENDMENT is made and entered into this ____ day of _____, 2007, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and PSOMAS INFORMATION AND ENGINEERING SYSTEMS (hereinafter referred to as CONTRACTOR).

WITNESSETH

WHEREAS, Contract No. 001556 (Agreement) was entered into between the COUNTY and the CONTRACTOR on May 17, 2005, for the development of the disposal reporting module for the Solid Waste Information Management System (SWIMS) at the cost of \$173,300; and

WHEREAS, the COUNTY desires that the CONTRACTOR furnish additional services within the scope of work that were unforeseen at the time of contracting and such additional services will:

- Improve the current data submission process.
- Improve automating standard letters.
- Assist users in accurately accounting for solid waste originating in the COUNTY unincorporated areas.
- Ensure full compliance with disposal reporting regulations of the California Integrated Waste Management Board.

WHEREAS, the parties have determined that \$17,500 is reasonable payment for the proposed additional services, and six months will be required for the performance of the additional services.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree that the Agreement shall be amended as follows:

FIRST: Paragraph B (Duties) of Exhibit B, Statement of Work, of the Agreement is amended to add the following new subparagraphs 10 and 11 at the end thereof:

10. Contractor shall perform the following additional tasks:
 - (a) Develop a new quarterly form (Form Q) as defined in Exhibit 1A.

- (b) Integrate Form Q in the existing system to allow users to complete the form online, save, and/or submit disposal data.
- (c) Add a new Quarterly Facility Summary Report to allow system administrators to present the data submitted using Form Q.
- (d) Modify the layout of data entry interface for Forms 7, 8, 13, and C, so users can efficiently check the data entered. The COUNTY Project Manager shall provide examples of the modified layouts.
- (e) Add a print functionality to the current Forms 7, 8, 9, 10, 13, C, R, X1, X2, X3, Y1, Y2, Y3, D, Activity Form, and the new Form Q to allow users to print a copy of the data, save, and/or submit.
- (f) Utilize Crystal Reports for the print functionality.
- (g) Prompt users to print a confirmation copy upon successful submission.
- (h) Add subentry options to allow System Administrators more flexibility in generating Infraction Letters.
- (i) Apply Public Works' standard letter format to the Infraction Letters generated, including the font, font size, text alignment and spacing, and Public Works logo. The County Project Manager shall furnish examples.
- (j) Create a "Manage Communities" interface for System Administrators to add and delete communities, change their status to active or inactive, and sort them by ID or name.
- (k) Incorporate a PDF map of County unincorporated communities. The County Project Manager will provide the map. On mouseover, the name of the community will appear in a comment box, and the area or the ID will be highlighted for easy identification.
- (l) Create a searchable list of communities for users to look up a community by name. Each name is a link to the PDF map enlarged by 200 percent and centering in on the corresponding community area.
- (m) Add links for users to verify the garbage disposal districts and franchised areas where waste is originated.
- (n) Update the PDF version of the User Manuals for all user roles.

(o) Update the interactive online User Manuals for all user roles.

11. The Contractor shall perform such additional work as is necessary to complete Deliverables 8 through 12 as set forth in Exhibit C.

SECOND: Paragraph 8.2, Prices and Fees, of the Agreement is amended to increase the Maximum Contract Sum by \$17,500 to \$190,800, plus 25 percent of such sum in the event unforeseen, additional work within the scope of the Agreement is required, subject to the reduction on account of previously authorized expenditures of such contingency allowance.

THIRD: Exhibit C, Schedule of Prices and Ten (10) Percent Withholds, is amended to add to the Price Quotation table within it the following deliverables 8 through 12 and to increase the Total Maximum Amount as follows:

PRICE QUOTATION

Deliverable No.	Description	Maximum Amount
8.	Incorporate a new State-mandated quarterly report form.	\$2,600
9.	Enable system users to print and keep a hard copy of the data entered and change the forms' interface layout for users to confirm the data entered and add a new report to allow system administrators to generate the data submitted.	\$9,050
10.	Add subentry options to allow System Administrators more flexibility in generating Infraction Letters.	\$1,500
11.	Create a "Manage Communities" interface for System Administrators and include a map of unincorporated communities.	\$4,350
12.	Update system documentation.	Pay total amount of \$17,500 upon completion of tasks 8 through 12 and Final Acceptance as defined in Paragraph 5.2.2.
	Total Maximum Amount (<i>sum of all Deliverables, including Deliverable Numbers 8 through 12</i>):	\$190,800

FOURTH: This Amendment will become effective upon Board approval and full execution.

FIFTH: Except as modified under this Amendment, all terms, requirements, specifications, conditions, and prices of the Agreement shall remain in full force and effect

IN WITNESS WHEREOF, the County has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Jose Silva
Principal Deputy County Counsel

PSOMAS INFORMATION AND
ENGINEERING SYSTEMS

By _____
Its President

Type or Print Name

By _____
Its Secretary

Type or Print Name

Quarterly Facility Summary for Los Angeles County

(Complete a summary for each facility in the County)

Facility Name:

Solid Waste Information System (SWIS) No.:

Year: Quarter: ☐ 1st (Jan-Mar) ☐ 2nd (Apr-Jun) ☐ 3rd (Jul-Sep) ☐ 4th (Oct-Dec)

Contact Name:

Contact Address:

Contact Phone: Contact Email:

Waste and Soil Summary Information (total tons):

- 1) Total tons accepted, excluding soil
- 2) Total tons of soil accepted and used on site
- 3) Total tons disposed *
(Note: Total tons disposed should equal waste reported as disposed to the Board of Equalization and subject to the Integrated Waste Management Fee)
- 4) Tons sent off-site for reuse, recycling or composting

5) Report Either A (1 AND 2), or B:

A1) Estimated in-place density (lbs/c.y.) A2) Waste-to-cover ratio (xx:xx)

B) Airspace utilization factor (tons/c.y.)

6) Summary of methods used to determine the jurisdiction of origin (check all that apply):

- ☐ Origin obtained from hauling company records ☐ Origin obtained from haulers at gatehouse
☐ Origin obtained from other facility operators ☐ Other (Explain below): _____

7) Frequency of tracking where the waste comes from (check one):

- ☐ Daily for **all** waste loads ☐ One week per quarter for **all** waste loads
☐ Daily for some loads and one week per quarter for other loads
☐ Other (Explain): _____

Examples of other types of frequency tracking; you may check all that apply.

Daily 1-Week

- ☐ ☐ Franchised Hauler Loads
☐ ☐ Compacted Loads
☐ ☐ Uncompacted Loads > 12 cu yd
☐ ☐ Industrial Self-Haul
☐ ☐ Residential Self-Haul

Daily 1-Week

- ☐ ☐ Customer Accounts (non-franchised)
☐ ☐ Cash Accounts
☐ ☐ Uncompacted Loads ≤ 12 cu yd
☐ ☐ Commercial Business Self-Haul
☐ ☐ Construction and Demolition Loads

8) Beneficial Reuse Summary Information:

Material Type	ADC Tons*	AIC Tons*	Other Ben. Re-use
Green Material			
Ash			
Auto Shredder Waste			
C&D (Inert)			
Compost			
Contaminated Sediment			
Sludge			
Tires			
Mixed= _____			
Other= _____			

* In the electronic DRS system, these numbers will be calculated based on the amounts entered in individual records. If the total disposal, ADC and AIC tonnages listed on this sheet do not equal the sums of disposal, ADC and AIC from your individual disposal records, you will need to attach an explanation of the difference.

Instructions for Completing the Quarterly Facility Summary Template

Complete one facility summary for each active, permitted landfill in the County each quarter. A separate template for transfer stations/materials recovery facilities is available at:
<http://www.ciwmb.ca.gov/LGCentral/DRS/Templates.htm>.

General Information:

Facility Name: Enter the name of the landfill.

Solid Waste Information System (SWIS) No.: Enter the SWIS number assigned to the landfill.

Year: Enter the reporting year.

Quarter: Check the applicable reporting quarter.

Contact Name: Enter the name of the person at the landfill who may be contacted regarding the report.

Contact Address: Enter the contact person's mailing address.

Contact Phone: Enter the contact person's telephone number.

Contact Email: Enter the contact person's email, if available.

Waste and Summary Information (total tons):

- Item 1:** Enter the total tons of all waste accepted through the facility gate, excluding any soil that may have been brought in from off-site.
- Item 2:** Enter the total tons of soil accepted through the facility gate and used either as cover or for other on-site uses. DO NOT INCLUDE amounts of soil that were mined on-site.
- Item 3:** Enter the total tons of waste disposed in the landfill. The total tons on this line should equal the tons disposed and subject to the Integrated Waste Management Fee as reported on the Board of Equalization (BOE) Integrated Waste Management Fee return (line 8 of the BOE fee return).
- Item 4:** Enter the total tons of waste sent off-site for reuse, recycling or composting. DO NOT INCLUDE tons of materials reused on-site (see item 8 below for on-site reuse).
- Item 5:** Report either A1) estimated in-place density in units of lbs./cubic yard AND A2) the waste-to-cover ratio used (xx:xx), OR B) the airspace utilization factor in units of tons/cubic yard. For more information refer to the definitions of airspace utilization factor, in-place waste density, and waste-to-cover ratio in Title 14, California Code of Regulations, Section 18801(a).
- Item 6:** Some common methods for determining the jurisdiction of origin are listed. Check the box of each method that applies to the landfill. If a different method is used, then check the box called "Other" and provide a brief explanation of the method on the lines that follow.
- Item 7:** Several frequencies for tracking waste origin are listed. Check the one frequency of determining origin that best describes the practice at the reporting landfill. If a different frequency is used, then check the box called "Other" and provide a brief explanation of the method on the lines that follow. If the origin survey frequency is a combination of daily for some loads and one week per quarter for other loads, then check the applicable frequencies (Daily or 1-Week) for each load type, as applicable.
- Item 8:** Report beneficial reuse tonnage by material type using the table. Alternative Daily Cover (ADC), Alternative Intermediate Cover (AIC), and other beneficial reuse tons must be accounted for separately. Material types are listed in the rows, and ADC tons, AIC tons, and other beneficial reuse tons are in the columns of the table. If the facility has approval to use a mixture of material types, enter the total tons under "Mixed" and indicate what was in the mixture. If the facility has approval to use a material not listed, enter the tons under "Other" and indicate what material was used.